

WVEDSS-NBS Training Manual

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WVEDSS-NBS Information

WVEDSS-NBS is an acronym that stands for **W**est **V**irginia **E**lectronic **D**isease **S**urveillance **S**ystem-**N**ational **E**DSS **B**ased **S**ystem. The WVEDSS-NBS application stores client records for the purpose of electronic disease surveillance.

WVEDSS-NBS is a patient-centered system. The patient record should be entered only once; multiple disease conditions over multiple years are added to the same patient record.

Using WVEDSS-NBS you can:

- View, Add, and Edit
 - Patient demographic information
 - Laboratory results
 - Investigations
 - Treatment information (if known)
 - Vaccination information
- Electronically submit notifications of reportable conditions to CDC
- Analyze data by creating and running reports, or exporting report output for use in third-party analysis, visualization, and reporting (AVR) tools.

WVEDSS-NBS Security, HIPAA and Client Confidentiality

WVEDSS-NBS Security

Only users who have completed WVEDSS-NBS Training have access to WVEDSS-NBS.

Access to the various WVEDSS-NBS screens and functions depends on assigned role and security permissions. Assigned role and security permissions are determined by job duties.

HIPAA

HIPAA stands for Health Insurance Portability and Accountability Act. All WVDHHR employees have completed the level of HIPAA training that was deemed appropriate by their supervisor.

Client Confidentiality

All information about individual clients is confidential and the release of any information about a client is governed by WVDHHR HIPAA Policies and Procedures. WVDHHR HIPAA Policies and Procedures direct the use and disclosure of protected health information (PHI).

Do **NOT** share your WVEDSS-NBS Password or PIN code with *anyone*.

Getting Help

For WVEDSS-NBS Technical Support – Contact the WVDHHR Help Desk

Phone: **1 (877) 408-8930**

Do not hesitate to call the Help Desk! If the Help Desk is unable to resolve a question or problem the call ticket is referred to the WVEDSS-NBS Coordinator.

NEDSS Base System Help

To view NEDSS Base System Help, click **Help** on the navigation bar.



NEDSS Base System Help is displayed.

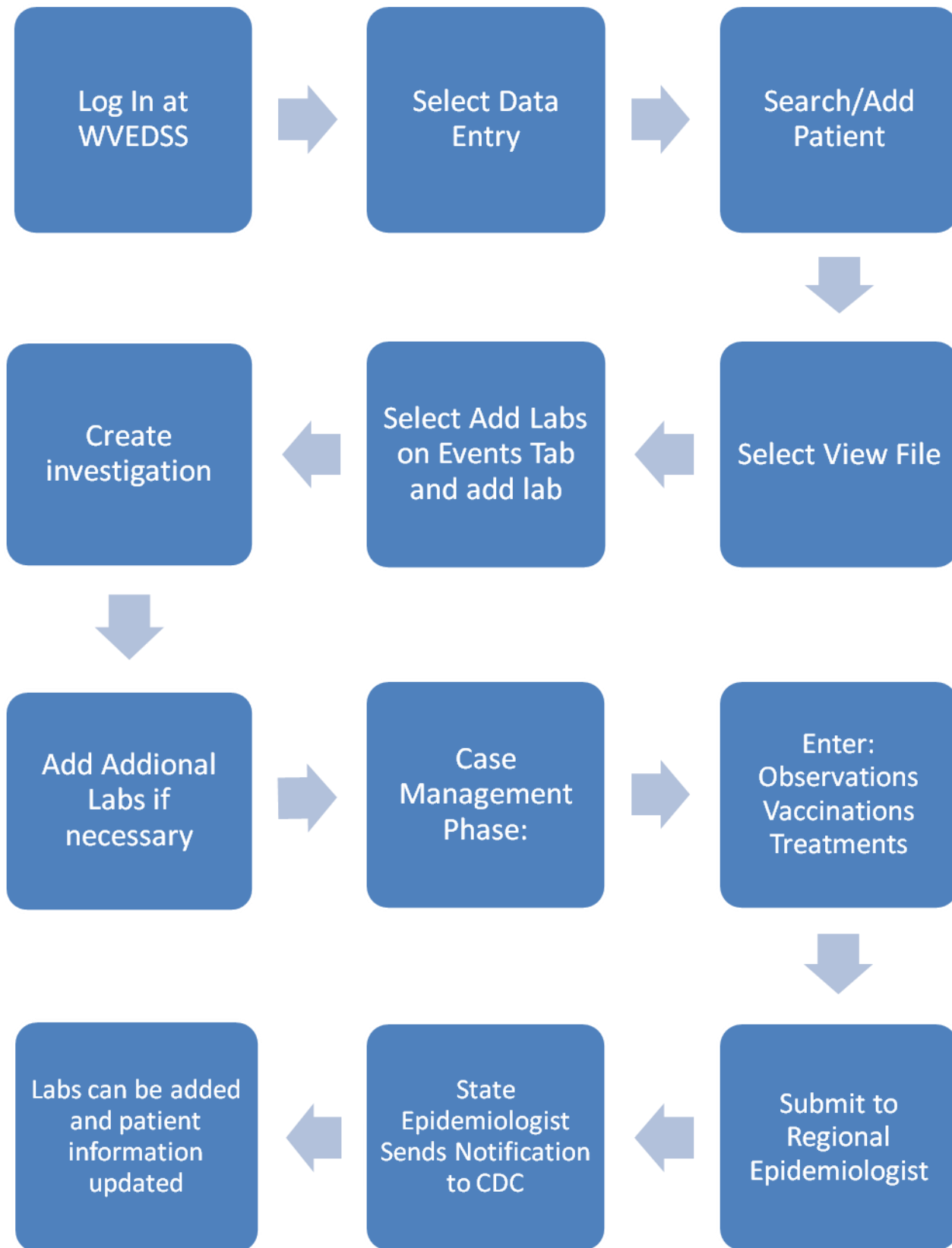


National Electronic Disease Surveillance System
(NEDSS) Base System

NEDSS Base System

Training Guide

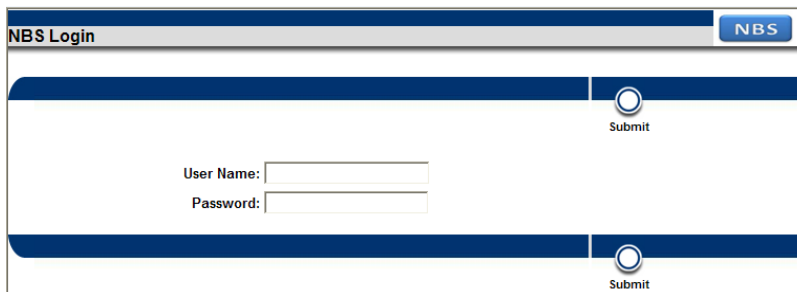
WVEDSS-NBS PROCESS FLOW



Opening and Closing the WVEDSS-NBS Application

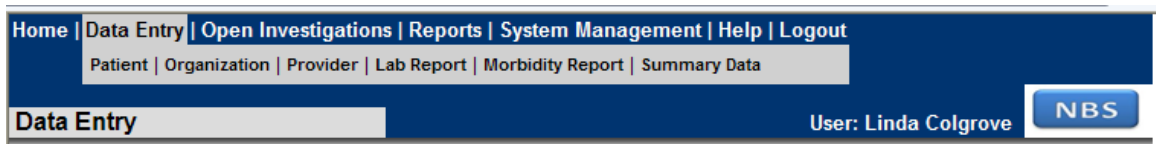
Logging On to the WVEDSS-NBS Training System

1. Open the Internet Explorer browser window.
2. Type **http://wvedss.wv.gov/nbs/login** into the Address area.
3. Click **Go** or press **Enter**
4. The WVEDSS-NBS User Logon page opens. Enter your user name.
5. No password is required
6. Click Submit



Closing WVEDSS-NBS

1. Click Logout on the navigation bar. Clicking Logout helps to prevent database locks.



2. Close the Internet Explorer browser window.

WVEDSS-NBS Features

Add [Section Name] or Update [Section Name] button:

When information is entered into a section that can display multiple values like the Test Result(s) section in the example, you need to click the **Add** [Section Name] or **Update** [Section Name] button to update the information in the box.

If you try to save the information by clicking the Submit button, an error message is displayed at the top of the page: Click the **Add** [Section Name] or **Update** [Section Name] button to complete the section changes and then click the Submit button to save the information.

Back and Forward Arrows



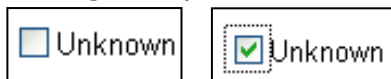
Use of the Back and Forward arrows on the browser window is not supported by the application – in other words – **do NOT use the Back and Forward arrows.**

Browser Settings for WVEDSS-NBS

If an information bar shows up at the top of your screen please disable your pop-up blocker.

Checkboxes

Some fields enable you to select a checkbox to toggle an option on or off. Click the checkbox to select the option. A checkmark displays indicating that the option is selected. Click the checkbox again to deselect the option. Checkboxes can be checked and unchecked by pressing the spacebar when the checkbox is highlighted.



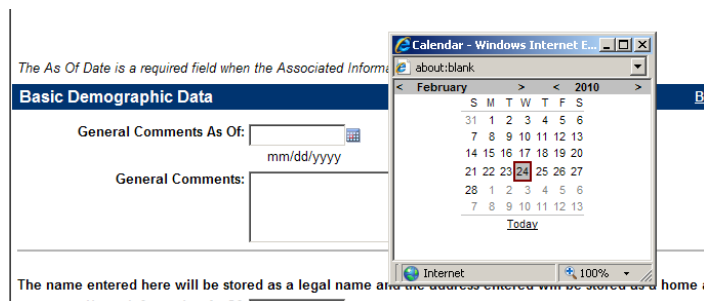
Date Fields

Enter dates in the mmddyyyy format, 2 digits for month, 2 digits for day and 4 digits for year. The system inserts the slashes as you type in the numbers.

DOB:
 mm/dd/yyyy

DOB: 12/04/1987
 mm/dd/yyyy

You may also click the calendar icon by the date field and use the pop-up calendar to select a date.



Entering information into WVEDSS-NBS

Press the **Tab** key to move to the next field in the sequence. You can also enter information by clicking the field you want and typing the information you want to enter.

Hyperlink

A hyperlink is underlined text on a web page which, when clicked, opens a new web page or jumps to a new location on the current page. When the mouse cursor is held over an underlined word or phrase and the cursor turns into a hand, which is a hyperlink.

My Queues

- [Approval Queue for Initial Notifications \(1\)](#)
- [Updated Notifications Queue \(0\)](#)
- [Rejected Notifications Queue \(0\)](#)
- [Documents Requiring Security Assignment \(7\)](#)
- [Documents Requiring Review \(50\)](#)

Most WVEDSS-NBS pages have hyperlinks to assist with navigation.

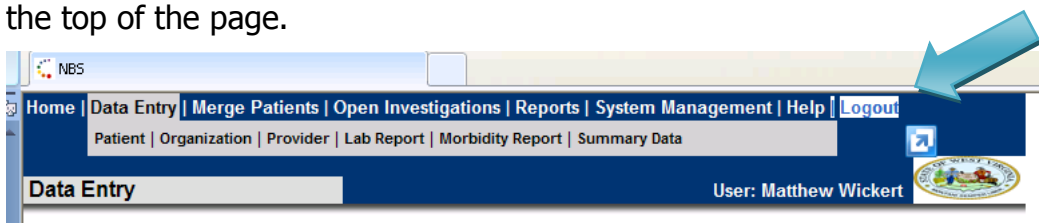
Link or Navigation Link

In WVEDSS-NBS the words at the top of the web page such as Home, Data Entry, Open Investigations, and Reports are Links or Navigation links. To open WVEDSS-NBS pages click on the word or words for the page you wish to open.



Logout

Logout of WVEDSS-NBS when you are not using the application. Click the Logout link at the top of the page.



Multi-Select Fields

Some fields present a list of items for you to choose. To choose an option, click the item you want. To select multiple items, you can press and hold the **CTRL** key and click the items you want.

Types of infection caused by organism :

(Use Ctrl to select more than one)

- ☐ Abscess (not skin)
- ☐ Bacteremia without focus
- ☐ Cellulitis
- ☐ Chorioamnionitis
- ☐ Conjunctivitis

Operators

Operators are used in WVEDSS-NBS to add conditions to a search. Conditions help you refine the parameters of your search.

Contains – Displays records containing any of information you entered.

Equal – Displays records that exactly match the information you entered.

Not Equal – Displays records that do not match the search information you entered.

Sounds Like – Displays records similar to the search information you entered. For example, "Steven" returns the value "Stephen".

Starts With – Displays records that begin with the search information you entered. Starts With is the default operator for Patient search.

Operators	Search Criteria
Starts With	
Contains	
Equal	
Not Equal	
Sounds Like	
Starts With	

Last Name:

the search
search

Search Results

WVEDSS-NBS Search Results frequently return more records than appear on the first Search Results page. To see more search results, click Next.

Select Fields

Some fields allow you to choose one or more items from a list of options.

To save screen space these fields hide the available options until you choose an item.

To choose an item from these fields, click the field you want and click the option you want. WVEDSS-NBS displays the selected option in the field.

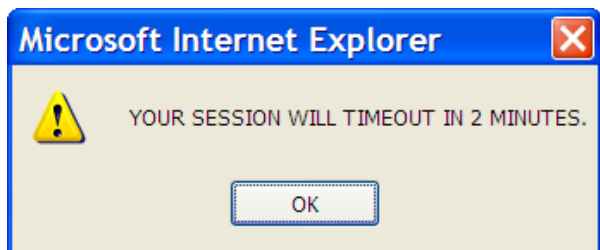
You can also press the **Tab** key to select the field and use the **Up Arrow** and **Down Arrow** keys to select the item you want. Optionally, you can press the key associated with the first letter of the item you want. For example, you can press the **H** key to select the Hispanic or Latino option.

Session Time-Out

The WVEDSS-NBS session has been set to time-out if there has been no interaction with the system for 45 minutes. To avoid the session time-out, click navigation bar options such as Data Entry or Reports, click buttons such as Submit, Add, Edit or click links that are underlined such as View File and Run. If your session has timed-out you must log in again and information you have entered without submitting will be lost.

The Session Time-Out message is shown below.

Session Time-Out Warning



WVEDSS-NBS is set to give you a two minute warning before the system times you out.

Sorting and Filtering Columns

Some WVEDSS-NBS pages display information in columns which can be sorted or filtered by the column header. Click on the name of the column to sort or click the arrow by the column header to filter the information. Click Remove All Filters/Sorts to go back to the default view.

Results 1 to 30 of 459 Previous 1 2 3 4 5 6 7 8 Next						
Remove All Filters/Sorts						
Start Date	Investigator	Jurisdiction	Patient	Condition	Case Status	Notification
		2	doss, donetta	Campylobacteriosis		
		1	Pert2 James	Pertussis	Suspect	

Tab key and Shift Tab

Use the Tab key for navigation when moving between fields. To move backwards through the fields hold down the Shift key and press the Tab key.

Type-ahead Feature

When selecting from list boxes such as County or Condition, begin typing the word you want. As you continue typing, the system populates the box with words that match the letters that have been typed. Once the word or words you want to select appear in the list box you can Tab out of the field to make the selection.

Type	Result
S	Salmonellosis
Shi	Shigellosis

WVEDSS-NBS Homepage or Dashboard

When you log in to the WVEDSS-NBS application you see the Homepage.

Navigation Bar: All pages in the WVEDSS-NBS application display the same the navigation bar options at the top: Home, Data Entry, Open Investigations, Reports, Help and Logout. Some users may also see Merge Patients and System Admin depending on their permission sets.

The table below shows the purposes of the WVEDSS-NBS navigation bar.

Navigation Bar Selection	Purpose
Home	Display observations and notifications queues
Data Entry	Patient search and entering patient information including adding lab results, adding investigations and creating notifications.
Merge Patients	Merge duplicate patient records (only some users)
Open Investigations	View list of program area's open investigations
Reports	Run reports on information entered into WVEDSS-NBS
System Management	System administration functions (only some users)
Help	Display NEDSS Base System Help
Logout	Log out of WVEDSS-NBS

Dashboard: Below the navigation bar is the Dashboard which has six moveable sections or 'widgets'. The table below shows the purpose of each dashboard sections:

Navigation Bar Selection	Purpose
<i>Patient Search</i>	Alternate patient search screen
<i>My Queues</i>	Work queues for notifications and documents (e.g., lab reports) that display based on user job duties and security permission. Most users will only see one queue: Documents Needing Review.
<i>My Reports</i>	List of a user's Private Reports
<i>News Feeds</i>	Links to health-related news stories
<i>System Reports</i>	<p>Display area for four system-wide reports:</p> <ul style="list-style-type: none"> - Cases created – last 7 days - Labs created – last 7 days (manual and ELR) - Confirmed Case Counts (for the current week and year) - Cases Assigned – last 14 days (by Investigator Name) <p>Use the drop down box to select a chart. Click the magnifying glass icon for a larger view.</p>
<i>Notices</i>	System updates and links to reports and resources

Data Entry

WVEDSS-NBS is a patient-centered system. The patient record should be entered only once. Multiple disease conditions over multiple years are added to the same patient record.

Finding and Viewing Patient Information

Searching

To search for a specific patient:

1. Click **Data Entry** on the navigation bar.

WVEDSS-NBS displays a list of available options.

2. Click **Patient**.

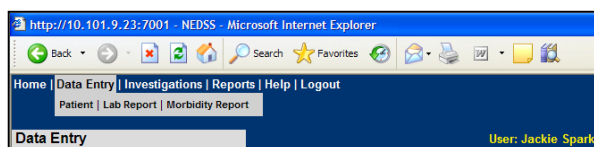
The Find Patient page opens displaying the Demographic Search tab.

3. Type the information for the patient you want in the search criteria fields. To enter information, click the fields you want and type or choose the information you want.

Click the Operators list box for the field you want and choose the operator you want. WVEDSS-NBS displays the **Starts With** operator by default.

To include deleted or supersceded records in your search check the Deleted and/or Supersceded checkbox.

Note: Deleted Records have been deleted from the system and are inactive. Supersceded Records have been merged with another record in the system and are inactive.



Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management | Help | Logout
Find Patient User: Matthew Wickert

Demographic Search Event Search

Simple Search

Operators	Search Criteria
Last Name: Starts With	
First Name: Starts With	
DOB: Equal	
Current Sex:	
Street Address: Contains	
City: Contains	
State:	
Zip:	

Advanced Search Options

SSN:	
Patient ID:	
ID Type:	
ID Value:	
Telephone:	
Ethnicity:	
Race:	

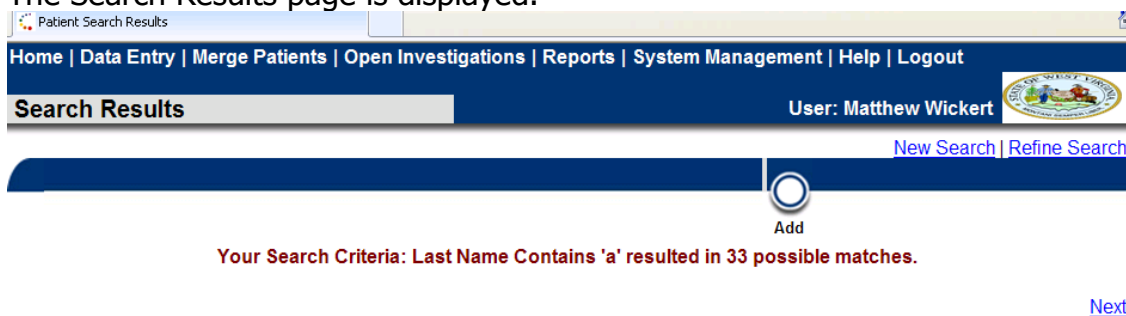
Include records that are:

☒ Active
☐ Deleted
☐ Supersceded

YOUR SESSION WILL TIMEOUT IN: 299:36

4. Click **Submit**.

The Search Results page is displayed.



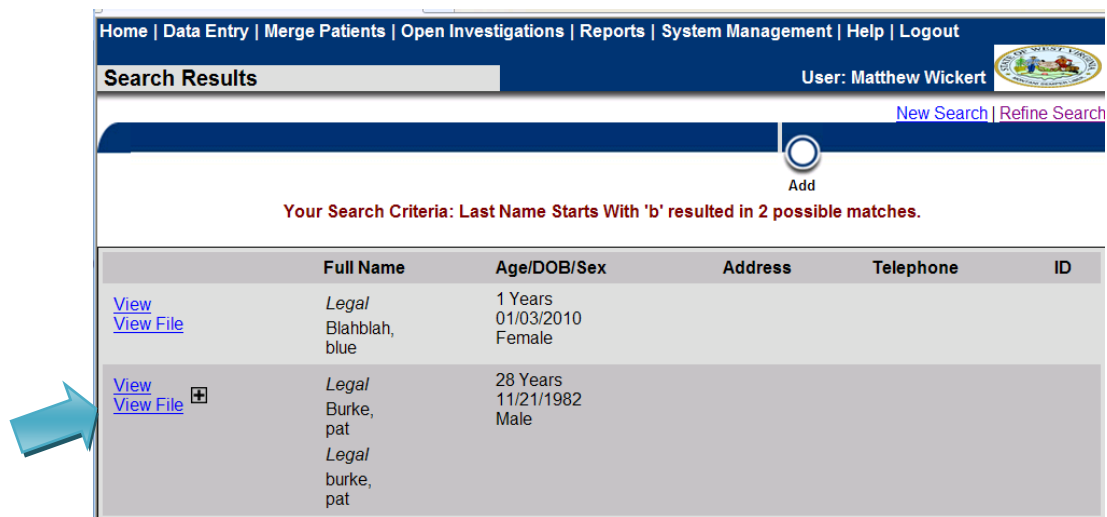
- Click **Add** to add a new patient record. See Entering Patient Information on page 15.
- Click **New Search** (in the upper right corner of the page) and repeat steps 2 – 4 as described to perform a new search.
- Click **Refine Search** (in the upper-right corner of the page) and repeat steps 2 – 4 as described above to refine the search.

Viewing

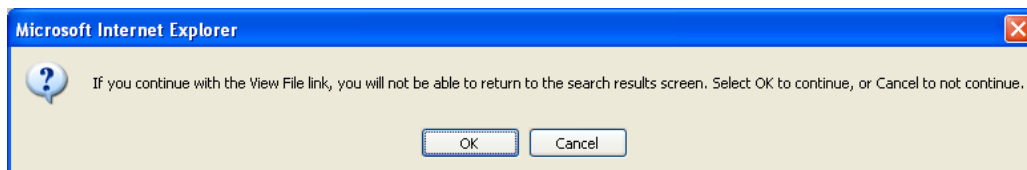
If there are matching records

1. Click the **View File** link next to the patient name to view the patient record.

Note: Using View instead of View File limits the options available.



WVEDSS-NBS displays a dialog box indicating that you will not be able to return to the Search Results page if you select the View File link.



2. Click **OK** to continue.

The View File page opens displaying the Demographics tab. The View File page is organized by a series of tabs you use to work with demographic and event information.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management | Help | Logout

View File User: Matthew Wickert

Patient ID: 47027

Name: blue Blahblah DOB: 01/03/2010 Current Sex: Female

Summary Demographics Events

[Open Investigations](#) | [New Lab Reports For Review](#) | [New Morbidity Reports For Review](#)

View File Page Description

The following table lists the tabs on the View File page and describes their function:

Tab	Description
Summary	Displays a summary of available public health information for the patient. It is organized by sections displaying the following information: <ul style="list-style-type: none"> Summary of demographic information List of open investigations List of new lab reports for review
Demographics	Displays detailed demographic information for the patient. It is organized by sections displaying the following: <ul style="list-style-type: none"> Administrative Information Name Sex and Birth Mortality General Identification Information Ethnicity Race Address Information Telephone Information Custom Fields Demographic information can be edited by pressing the Edit button on this tab but <u>most of the time it is best to edit demographics in the Patient tab of the Lab Report or Investigation.</u>
Events	Displays the events associated with the patient. It is organized by sections displaying the following information: <ul style="list-style-type: none"> Investigations Lab Reports Treatments Vaccinations Investigations, Lab Reports, Treatments and Vaccinations are added from this tab.

Entering Patient Information

Searching

To enter patient information you must first conduct a search to see if the patient record already exists in WVEDSS-NBS.

1. Conduct the search by following the instructions for searching on pages 15 and 16. Click **Data Entry** on the navigation bar.

2. Click **Patient**.

The Find Patient page is displayed.

You can search for patients using the Simple Search or Advanced Search options using as few or as many fields as you need.

See the WVEDSS-NBS Features section for more information about Operators.

3. Type the information for the patient you want in the search criteria fields.

Note: To avoid entering duplicate records, search for the patient record using the first 3 letters of the patient's last name and the first 2 letters of the patient's first name.

4. Click **Submit**.
The Search Results page is displayed.
5. Click **Add** to add a new patient record.
The Add Patient – Basic page opens.

Adding Basic Patient Information

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management | Help | Logout

Add Patient - Basic User: Matthew Wickert

Submit Cancel Add Extended Data

Basic Demographic Data

Basic Demographic Data As Of: 06/23/2011
mm/dd/yyyy

General Comments:

The name entered here will be stored as a legal name and the address entered will be stored as a home address. To add additional information, click the Add Extended Data button above.

Last Name: w First Name:

Middle Name:

Suffix:

DOB: mm/dd/yyyy

Current Age:

Current Sex:

Is the patient deceased?

Marital Status:

SSN:

Type	Authority	Value
Type:	(Required for Add/Update ID)	
Assigning Authority:		
ID Value:	(Required for Add/Update ID)	

Add ID

Street Address 1:

Street Address 2:

City: State: West Virginia

Zip: County:

Country: United States

Home Phone: Ext:

Work Phone: Ext:

Ethnicity:

Race:

- ☐ Unknown
- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White

There are no system required fields in the demographic portion of WVEDSS-NBS.

WV requires data entry of the fields shown in **bold** in the table below.

1. Using the **Tab** key to navigate through the page, enter the Patient demographic information as shown in the table below:

Data Element	Rules for Data Entry	Comments
Basic Demographic Data As Of:	Populated by the system	Date is populated by the system with today's date and can be changed if necessary.
General Comments	Not used	
Name		The name entered here will be stored as a legal name and the address entered will be stored as a home address. To add additional information, click the Add Extended Data button.
Last Name	Required	Enter patient's Last Name.
First Name	Required	Enter patient's First Name.
Middle Name	Enter if known.	Enter patient's Middle Name or Initial
Suffix	Enter if known.	
DOB	Required	Date of Birth – Enter in the mmddyyyy format.
Current Age	Calculated by the system	The system calculates the age based on today's date and the Date of Birth.
Current Sex	Required	Sex as of the date the information is entered.
Is the patient deceased?	Enter if available	
Marital Status	Enter if available	Do not assign if unavailable.
SSN	Not used	
Type / Authority / Value	Not used	
Street Address 1	<i>Desired - Enter if available</i>	
Street Address 2		
City	<i>Desired - Enter if available</i>	
State	Required	
Zip	<i>Desired - Enter if available</i>	
County	Required	State must be populated first
Home Phone	Enter if available	
Work Phone	Enter if available	
Ethnicity	<i>Desired - Enter if available</i>	
Race	<i>Desired - Enter if available</i>	
Tribal Affiliation	Not used	
Lives on Reservation?	Not used	
Country of Birth	Not used	
Primary Language	Not used	
Occupation	<i>Desired - Enter if available</i>	
Name of employer or school	<i>Desired - Enter if available</i>	

2. Press **Submit** to save the data.
Pressing Submit takes you to the View File page with the Summary tab displayed.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management | Help | Logout

View File User: Matthew Wickert

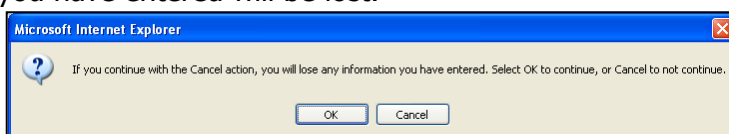
Patient ID: 47027

Name: blue Blahblah DOB: 01/03/2010 Current Sex: Female

Summary Demographics Events

[Open Investigations](#) | [New Lab Reports For Review](#) | [New Morbidity Reports For Review](#)

Warning: Pressing **Cancel** takes you back to the Search Results page and any information you have entered will be lost.



Pressing **Add Extended Data** takes you to the Add Patient – Extended page. If you enter information on the Add Patient – Extended page and press Cancel before submitting the information, you will lose any information you have entered.

Merging Patients

Note: Feature only available to Regional Epidemiologists and State Level Staff.

If a patient is found with multiple entries (Last name changed, accidental duplicate patient) you can merge the two patients.

1. Select the **Merge Patients** link at the top of the page, and then select **Manual Search**.

Home | Data Entry | **Merge Patients** | Open Investigations | Reports | System Management | Help | Logout

Manual Search | System Identified

Merge Patients User: Matthew Wickert

2. Search for the patient as described on page 16.
3. Select the patients to merge from the list displayed and click the **Merge** button.

<input type="checkbox"/>	Legal Trickett, Michelle	Home - House, West Virginia	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Legal Trickett, Michelle	Home - House Beckley, West Virginia	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Legal trickett, missy	27 Years 10/01/1983 Home - House, West Virginia	<input type="checkbox"/>

Compare Merge Cancel

Lab Reports and Investigations

Adding a Lab Report

Add a lab report after a patient record has been searched for, found and verified or entered.

1. Click the **Events** tab on the View File page.
2. Click the **Add** button in the Lab Reports area of the page.

The Add Lab Reports page opens with the Report Information tab displayed.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management | Help | Logout

User: Matthew Wickert

Patient ID: 47083

Name: Robert White DOB: 04/21/1954 Current Sex: Male

Summary Demographics Events

Investigations | Lab Reports | Morbidity Reports | Treatments | Vaccinations | Documents | Contact Records

Back to Top

Add

Status	StartDate	Condition	Jurisdiction	Case Status	Investigation ID
There is no information to display					

Lab Reports

Back to Top

Add

Date Received Date Collected Ordered Test ID

There is no information to display

Note: Fields that have an asterisk and are in red are system required fields.

Add Lab Report User: Matthew Wickert

Patient ID: 47083

Name: Robert White DOB: 04/21/1954 Current Sex: Male

Submit Submit and Create Cancel Investigation

Patient Report Information

Order Information

* Indicates a required field

Facility and Provider Information

Search Clear Code Lookup

* Reporting Facility: There is no Reporting Facility selected.

Search Clear Code Lookup

Ordering Facility: There is no Ordering Facility selected.

Same as Reporting Facility

Search Clear Code Lookup

Ordering Provider: There is no Ordering Provider selected.

* Program Area: Jurisdiction: Share record with Guests for this Program Area and Jurisdiction

Lab Report Date:

* Date Received by Public Health: 06/23/2011 mm/dd/yyyy

Ordered Test: Search Clear

Accession Number:

Specimen Source:

Specimen Site:

Date Specimen Collected: mm/dd/yyyy

Patient Status at Specimen Collection:

Test Result(s)

Resulted Test Result(s)

* Resulted Test: Search Clear

Coded Result:

Numeric Result:

Text Result:

Reference Range: to:

Result Status:

Result Comments:

Add Test Result

Administrative

Comments:

Using the **Tab** key to navigate through the page, enter the Lab Report information as shown in the table below.

WV requires data entry of the fields shown in bold in the table below.

Data Element	Rules for Data Entry	Comments
Order Information		
Reporting Facility	Required	Search for and select the Reporting Facility or look up the facility using the Quick Code.
Ordering Facility	Enter if available	Search for and select the Ordering Facility.
Same as Reporting Facility checkbox	Enter if available	Check the box if Ordering Facility is the same as the Reporting Facility
Ordering Provider	Enter if available	Search for and select the Ordering Provider.
Program Area	Required	Choices are: Enteric Vaccine Preventable and Invasive Bacterial Diseases (VPD/IBD) STD Hepatitis C Tuberculosis HIV/AIDS Zoonotic (depending on your permission set)
Jurisdiction	Required	In WV, Jurisdiction is the County Health Department.
Share record with Guests checkbox		Default is checked.
Lab Report Date	Enter if available	
Date Received by Public Health	Required	Populated with today's date, change to date report was received by Public Health
Ordered Test	Enter if available	
Accession Number	Enter if available	
Specimen Source	Required	
Specimen Site	Enter if available	
Date Specimen Collected	Required	
Test Result(s)		
Resulted Test	Required	Select the Resulted Test from the dropdown menu or search the Short list or the Long list. If the Resulted Test is an organism with the species identified, the Organism field appears.
Organism	Required if the Resulted Test is a culture.	Select the Organism from the dropdown menu or search for the Organism Name.
Coded Result	One of these fields is required to Add/Update Test Result if Organism is not selected.	
Numeric Result		
Text Result		
Reference Range:	Enter if available	

Data Element	Rules for Data Entry	Comments
Reference Range to:	Enter if available	
Result Status	Enter if available	
Result Comments	Enter if needed	
Add Test Result Button	Required	The Test Result added is displayed as a row in the Test Result(s) area.
Administrative		
Comments	Enter if needed	
Isolate Tracking		
Track Isolates checkbox		Always enter "Yes", then indicate if specimen was sent to State Health Lab.

- Click the **Submit and Create Investigation** button.
The Select Condition page opens.

The screenshot shows the top section of a web form. It has two tabs: 'Patient' and 'Report Information'. Below the tabs are three buttons: 'Submit', 'Submit and Create Investigation', and 'Cancel'. A large blue arrow points from below towards the 'Submit and Create Investigation' button.

Creating the Investigation

Note: As an example the steps for creating a Zoonotic Disease Investigation are shown below. Investigation screens for other conditions may have different fields. Refer to the case investigation forms on the Forms paddle in the Portal for guidance on which fields should be completed for each condition.

- Select the **Condition**.
- Click **Submit** to save the record.

Selecting a condition is required before the Investigation can be created.

The Create Investigation page opens with the **(Condition)** tab displayed. In this example the condition is Lacrosse Encephalitis.

The screenshot shows the 'Select Condition' page. At the top is a navigation bar with links: Home | Data Entry | Investigations | Reports | Help | Logout. The user name 'User: Jackie Sparks' is displayed. Below the navigation bar is a section titled 'Select Condition' with a dropdown menu. The dropdown menu is open, showing 'West Nile Fever' as the selected option. At the bottom of the page are two buttons: 'Submit' and 'Cancel'.

3. Using the **Tab** key to navigate through the page, enter the Investigation information.
Fields that have an asterisk and are in red are system required fields.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management

Add Investigation: La Crosse Encephalitis: Non-neuroinvasive

Help | Logout

User : Matthew Wickert

Submit Cancel

Name: Oliver nosolucky Luck Sex: Male DOB: 02/02/1959 Patient ID: 47049

* Indicates a Required Field

Patient Case Info

Go to: Investigation Summary | Report Source - Healthcare Provider | Clinical | Vaccination History | Laboratory | Epidemiologic Exposures | Public Health Issues | Public Health Actions | Arboviral Questions | General Comments

Collapse Sections

Investigation Summary Back to top

Collapse Subsections

Investigation Summary

* Jurisdiction: Monongalia County

* Program Area: Zoonotic Disease

Investigator: Search - OR - Quick Code Lookup

Investigator Selected:

Investigation Start Date:

* Investigation Status: Open

Case Status:

MMWR Week: 25

MMWR Year: 2011

Report Source - Healthcare Provider Back to top

Collapse Subsections

Key Report Dates

Date Entered into NBS: 06/23/2011

Earliest Date Reported to LHD:

Earliest Date Reported to DIDE:

YOUR SESSION WILL TIMEOUT IN: 298:04

Local intranet 100%

The specific information required for each disease investigation page varies by condition. Please enter all information requested. For the specific requirements of each condition consult the disease protocol.

4. Once all information has been entered, click the **Submit** button.

Submit Cancel

The View Investigation page opens.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management

View Investigation: La Crosse Encephalitis: Non-neuroinvasive

Help | Logout

User : Matthew Wickert

View File

Manage Associations Create Notifications Transfer Ownership Change Condition

Investigation has been successfully saved in the system.

Name: Sex: Male DOB: 02/02/1959 Patient ID: 47049

Investigation ID: CAS10037001WV01 Case Status: NA Notification Status: NA

Created: 06/23/2011 By: Matthew Wickert Last Updated: 06/23/2011 By: Matthew Wickert

* Indicates a Required Field

Edit Print

Associating a Lab Report with an Investigation

Sometimes Lab Reports are added without being associated with an investigation. In order to associate a Lab Report with an investigation, follow the steps below.

1. Click the **Events** tab on the View File page.

2. Click the **Start Date** hyperlink for the Investigation you wish to view.

The View Investigations page opens.

3. Click the **Manage Associations** button.

The Manage Associations page opens.

4. In the Lab Reports section check the box next to the Lab Report you want to associate with the investigation.

5. Click **Submit**.

Creating the Notification (State and Regional Epidemiologists only)

1. From the View Investigations page click **Create Notifications**.

2. Click the **Submit** button.

3. The View Investigations page opens with the Case Info and Supplemental Info tabs displayed.

The Notification has been submitted. It will be reviewed by the State Epidemiology Surveillance Team. CDC will be notified of this new case.

Verifying the Notification Status

1. Navigate to the Supplemental Info Tab on the View Investigation page.
2. Notification Status is shown in the History area.
3. Click the '+' to view Notification history. The most recent Status appears at the top of the list.

Status Change Date	Date Sent	Jurisdiction	Case Status	Status	Type	Recipient
06/24/2011		MonongaliaCounty	Confirmed	APPROVED	NND Individual Case Notification	CDC
06/24/2011		MonongaliaCounty	Confirmed	APPROVED	NND Individual Case Notification	CDC
06/24/2011		MonongaliaCounty	Probable	APPROVED	NND Individual Case Notification	CDC

Treatments

Entering Treatments

Enter treatments after a patient record has been searched for, found and verified or entered.

1. Click the **Events** tab on the View File page.

2. Click the Open Investigations Start Date hyperlink.

Open Investigations Back to Top					
Status	Start Date	Condition	Jurisdiction	Case Status	Investigation ID
Open	01/27/2011	Salmonellosis	MonongaliaCounty	Confirmed	CAS10029004WV01
Open	No Date	La Crosse Encephalitis: Neuroinvasive	MonongaliaCounty		CAS10037005WV01

This opens the investigation page.

3. Click the **Manage Associations** button.

The Associations page opens.

4. Click **Add Treatment**.

Treatments

	Treatment Date	Treatment	Treatment ID
<input type="checkbox"/>	01/23/2011	Aq. Pen G, 50,000 units/kg, IV, q 4-6 hours, X 10 days	TRT10005000WV01
<input type="checkbox"/>	01/24/2011	Acyclovir, 200 mg, PO, 5ID x 5-10 days	TRT10005001WV01

[Add Treatment](#)

The Add Treatment page opens.

5. Search for and select either **Provider** or **Reporting Facility**.
6. Enter **Treatment Date**
7. Select **Treatment**.
8. Click the **Submit** button.

The treatment added is displayed on the Manage Treatments page.

Treatments

	Treatment Date	Treatment	Treatment ID
<input type="checkbox"/>	01/23/2011	Aq. Pen G, 50,000 units/kg, IV, q 4-6 hours, X 10 days	TRT10005000WV01
<input type="checkbox"/>	01/24/2011	Acyclovir, 200 mg, PO, 5ID x 5-10 days	TRT10005001WV01
<input checked="" type="checkbox"/>	06/08/2011	Sulfadiazine (Microsulfon), 100-200 mg/kg/d, PO, QID, x 3-4 wks	TRT10010002WV01

[Add Treatment](#)

Vaccinations

Entering Vaccinations

Enter vaccinations after a patient record has been searched for, found and verified or entered.

1. Open the **View File** page.
2. Scroll down to the Vaccinations area of the page.
3. Click the **Add** button.
4. The Add Vaccination page is displayed.
5. Click on the Vaccination tab.
6. Enter Vaccination information.

Click **Adult Recommended Doses** to view the CDC's Recommended Adult Immunization Schedule.

Click **Child Recommended Doses** to view the CDC's Recommended Childhood and Adolescent Immunization Schedule.

Vaccinations Back to Top

[Add](#)

Below are all the vaccinations recorded for this patient, even those given beyond the recommended guidelines. If you wish to add a vaccination, click the Add button.

Date Administered	Vaccine Administered	Vaccination ID
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Summary Demographics Events

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management | Help | Logout

Add Vaccination User: Matthew Wickert

Patient ID: 47049

Name: Oliver Luck DOB: 02/02/1959 Current Sex: Male

Vaccination

Please note: Record ALL doses of EVERY vaccine given. Record all information that is known, even data on vaccine doses administered beyond the recommended guidelines

Date Administered: mm/dd/yyyy Age at Vaccination:

Vaccination Anatomical Site:

Given By

Search Clear Code Lookup

Provider: There is no Provider selected.

Search Clear Code Lookup

Organization: There is no Organization selected.

Vaccine Administered:

Search Clear Code Lookup

Vaccine Manufacturer: There is no Vaccine Manufacturer selected.

Lot Number: Expiration Date: mm/dd/yyyy

[Adult Schedule \(over 18 years old\)](#)
[Adolescent Schedule \(7 to 19 years old\)](#)
[Childhood Schedule \(birth to 6 years old\)](#)

Patient Vaccination

7. Click **Submit**.

The vaccination added is displayed in a table in the Vaccinations area.

Vaccinations Back to Top

[Add](#)

Below are all the vaccinations recorded for this patient, even those given beyond the recommended guidelines. If you wish to add a vaccination, click the Add button.

Date Administered	Vaccine Administered	Vaccination ID
03/22/2005	DTaP	INT10004000NM01

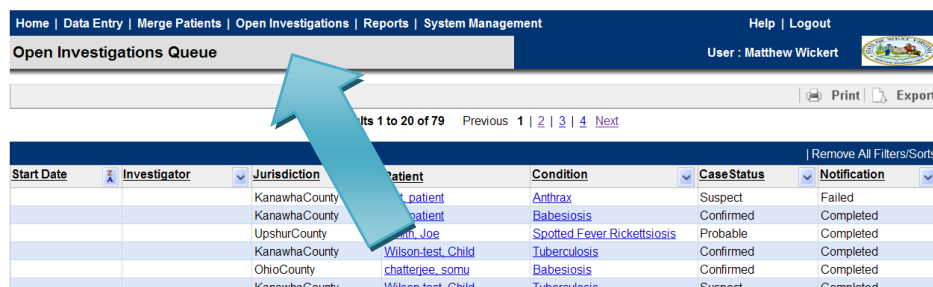
Summary Demographics Events

Open Investigations Queue

The Open Investigations queue displays a list of open investigations. Once an investigation is closed it is no longer displayed on the queue but can still be accessed by searching for the patient's record.

Viewing Open Investigations

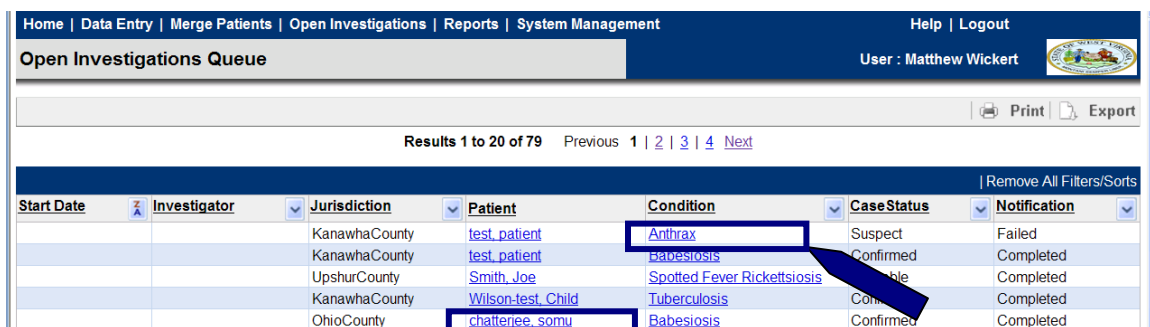
Click **Open Investigations** on the navigation bar.



Start Date	Investigator	Jurisdiction	Patient	Condition	Case Status	Notification
		Kanawha County	test_patient	Anthrax	Suspect	Failed
		Kanawha County	test_patient	Babesiosis	Confirmed	Completed
		Upshur County	Smith, Joe	Spotted Fever Rickettsiosis	Probable	Completed
		Kanawha County	Wilson-test_Child	Tuberculosis	Confirmed	Completed
		Ohio County	chatterjee_sonu	Babesiosis	Confirmed	Completed
		Kanawha County	Wilson-test_Child	Tuberculosis	Suspect	Completed

The Open Investigations page is displayed.

Columns on the Open Investigations page can be sorted or filtered by the column header.

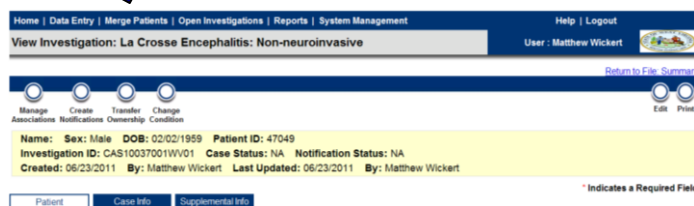


Start Date	Investigator	Jurisdiction	Patient	Condition	Case Status	Notification
		Kanawha County	test_patient	Anthrax	Suspect	Failed
		Kanawha County	test_patient	Babesiosis	Confirmed	Completed
		Upshur County	Smith, Joe	Spotted Fever Rickettsiosis	Probable	Completed
		Kanawha County	Wilson-test_Child	Tuberculosis	Confirmed	Completed
		Ohio County	chatterjee_sonu	Babesiosis	Confirmed	Completed

Viewing an Investigation

Click the Condition hyperlink for the investigation you wish to view.

The View Investigation page is displayed.



View Investigation: La Crosse Encephalitis: Non-neuroinvasive

Name: Sex: Male DOB: 02/02/1959 Patient ID: 47049
Investigation ID: CAS10037001WV01 Case Status: NA Notification Status: NA
Created: 06/23/2011 By: Matthew Wickert Last Updated: 06/23/2011 By: Matthew Wickert

Indicates a Required Field

Viewing a Patient Record

Click the Patient hyperlink for the patient record you wish to view.



View File

Patient ID: 47027

Name: blue Blahblah DOB: 01/03/2010 Current Sex: Female

Summary Demographics Events

Open Investigations | New Lab Reports For Review | New Morbidity Reports For Review

The View File page is displayed.

Click the Demographics or the Summary tab to view more client information.